



Construction Associate Manager

General Information

Classification Code:	MGRASO
Effective Date:	November 15, 2022
Pay Grade:	C44 – C45
FLSA Status:	Exempt

Position Summary

Manages program and staff for Capital construction and development projects in the public right-of-way including public and private development construction inspection. Proactively manages schedules and budgets. Coordinates design, permitting, construction, contracts, and quality. Independently establishes project deliverables and timelines within the established scope; develops and implements compliance plans; and prepares internal and external reports as required. Performs other duties of a similar nature or level.

Classification Characteristics

The Construction Associate Manager provides day-to-day supervision for construction engineering staff and performs inspections and related technical functions in the capacity of a working supervisor. The Construction Associate Manager can perform construction inspection work and understands construction and inspection of complex public and private projects. Incumbent is responsible for independent decision making that requires technical judgment and the expectation to resolve most customer service conflicts with little supervision or assistance.

- Associate Manager I (C44) – Positions at this level apply fundamental concepts, practices, and procedures. Performs work that is varied and somewhat difficult in nature related to assigned responsibilities. Moderate levels of evaluation, originality or ingenuity is required.
- Associate Manager II (C45) – In addition to those duties performed at the lower-level, this position performs duties requiring registration as a professional engineer. Duties may include making design changes and authorizations requiring a professional engineer stamp, approval of change orders requiring higher budgetary approval, professional engineering decisions and plan changes while in the field and responding in capacity of Capital Engineering Manager as assigned.

The Associate Manager is a broad, working professional/management level classification responsible for planning and overseeing the operations of a technical, professional and/or specialized function, including the development of medium and long term operational, development, public improvement, or strategic plans consistent with the goals and priorities established at higher levels. Associate Managers are differentiated from Manager/Program Managers in that the higher-level classification assists with the management of multiple divisions, sections, and/or major programs, or managing the administrative operations of a single division.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1. Manages and supervises staff to include participating in the selection of employees; making hiring and termination recommendations; ensuring staff are trained; evaluating performance; implementing discipline;

Essential Duties	
	scheduling, prioritizing, assigning, monitoring, and reviewing work; ensuring that employees follow policies and procedures and maintain a healthy and safe working environment. Responds to grievances.
2	Issues operational direction for staff including the analysis and interpretation of codes and laws related to design, construction, and inspection; reviews contracts and writes reports; communicates goals and expectations for staff performance; counsel employees as appropriate; supports employee engagement.
3	Assists department leadership in responding to engineering challenges, standards and specifications, amendments, and other items to achieve consistency in application of engineering requirements in the city. Ensures consistency and compliance from contractors and vendors.
4	Develops and recommends revisions to procedures, policies, specifications, manuals, etc. related to design and construction to ensure efficient and effective delivery of construction projects in compliance with Federal, State, and local laws, regulations, codes, and/or standards.
5	Evaluates deviations from specified construction procedures. Confers with contractors, developers, attorneys, staff, and other public agencies to resolve technical and administrative issues on construction projects. Negotiates and resolves construction disputes and conflicts efficiently and respectfully.
6	Respectfully partners with other City divisions and departments, outside agencies, business and community representatives and other organizations. Ensures the City's interests are addressed. Notifies the public/businesses of construction projects. Maintains effective work relationships.
7	Manages and supervises consultant project management, inspection, materials testing, and survey services; administers the selection of and negotiates contracts and fees for consultant services; monitors consultant budgets and recommend approval of consultant payments.
8	Oversees construction projects daily. Makes on-site inspections to review progress of work and answer questions. Review preliminary and final contract plans and specifications with appropriate audience.
9	Works closely with management to ensure continuation of federal certification to deliver federally funded construction projects. Manages the federal inspection and training requirements for the program. Maintains project documentation, reports and record retention as required by federal program and state requirements. Maintains current and comprehensive records for document control of complex projects.
10	Manages and monitors contracts, memorandums of agreement, and purchasing for assigned budget area. Interprets and uses financial data to make informed business decisions. Monitors and recommends appropriate financial measures regarding construction contracts and vendors.
11	Responds to customer service inquiries, complaints, and requests and coordinates issue resolution among staff and various customer groups. Handles controversial issues and assists in resolving conflicts. Answers questions and complaints. Provides technical assistance.
12	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
<p>Minimum Qualifications:</p> <p>Construction Associate Manager I (C44)</p> <ul style="list-style-type: none"> • Bachelor's Degree in a related field and 0-2 years of related experience or an equivalent combination of education and experience. • Minimum of 1-2 years of supervisory experience is required. <p>Construction Associate Manager II (C45)</p> <ul style="list-style-type: none"> • Bachelor's Degree in a related field and 3-5 years of related experience or an equivalent combination of education and experience. • Minimum of 1-2 years of supervisory experience is required.

Qualifications

Licensing/Certifications:

- Valid Oregon Driver's license and ability to maintain by time of hire.
- Construction Associate Manager II (C45) requires registration as a Professional Civil Engineer in the State of Oregon, or the ability obtain Oregon registration within twelve (12) months of appointment.

Technology Skills:

- Calendar and scheduling software — Scheduling software
- Cloud-based data access and sharing software — Dropbox; Google Drive; Microsoft SharePoint
- Data base user interface and query software — data entry software, Microsoft Access
- E-Permitting software — ACCELA
- Document management software — Adobe Systems; Laserfiche
- Electronic mail software — Email software; Microsoft Outlook; Microsoft Exchange
- Human resources software — Peoplesoft software (human resources feature)
- Internet browser software — Microsoft Internet Explorer; Web browser software
- Office suite software — Microsoft Office
- Presentation software — Microsoft PowerPoint
- Project management software — Cost estimating software; Microsoft Project
- Spreadsheet software — Microsoft Excel
- Word processing software — Microsoft Word

Knowledge Required:

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Computers — Knowledge of computer and software applications.
- Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of roads, sanitary and stormwater sewers, and stormwater facilities.
- Construction Processes — Knowledge of construction processes, quality control, costs, and other techniques for construction.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Budget Administration — Knowledge of principles and practices of municipal budget preparation and administration.
- Training — Knowledge of principles and methods for training, teaching, and instruction for individuals and groups, and the measurement of training effects.
- Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Physics — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid and material dynamics.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Qualifications

Skills:

- Active Learning & Listening — Understanding the implications of new information for both current and future problem-solving and decision-making. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Instructing — Teaching others how to do something.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Management of Financial & Material Resources — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work. Determining how money will be spent to get the work done, and accounting for these expenditures.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness & Coordination — Being aware of others' reactions and understanding why they react as they do. Adjusting actions in relation to others' actions.
- Persuasion & Negotiation — Persuading others to change their minds or behavior. Bringing others together and trying to reconcile differences.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Science & Mathematics — Using scientific rules, methods and mathematics to solve problems.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Speaking & Writing — Communicating effectively orally and in writing to convey information effectively as appropriate for the needs of the audience.
- Systems Analysis & Evaluation — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes. Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Time Management — Managing one's own time and the time of others.

Abilities:

- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Inductive & Deductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events) and then to apply general rules to specific problems to produce answers that make sense.
- Far & Near Vision — The ability to see details at a distance and at close range (within a few feet).
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Number Facility & Mathematical Reasoning — The ability to add, subtract, multiply, or divide quickly and correctly. The ability to choose the right mathematical methods or formulas to solve a problem.
- Perceptual Speed — The ability to compare similarities and differences quickly and accurately among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.

Qualifications

- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Recognition & Clarity — The ability to identify and understand the speech of another person, and the ability to speak clearly so other can understand you.
- Speed of Closure — The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- Time Sharing — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Written and Oral Comprehension — The ability to read or listen to and understand information and ideas presented in writing and through spoken words and sentences.
- Oral and Written Expression — The ability to communicate information and ideas in speaking and writing so others will understand.

Physical Requirements

Key											
	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)		Occasionally 11-35% (Up to 3 hrs.)		Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)				
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing			X			0-10 lbs.			X		
Sitting				X		11-20 lbs.		X			
Walking – Even Surface			X			21-50 lbs.	X				
Walking – Uneven Surface			X			51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors					X
Twisting	X					Outdoors		X			
Crawling	X					Dust		X			
Squatting/Crouching		X				Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward		X				Noise – Low	X				
Reach – Backward	X					Noise – Moderate		X			
Climbing – stairs	X					Noise – High		X			
Climbing - ladder	X					Low Light	X				
USE OF HANDS						Heat		X			
Grasping – whole hand		X				Cold		X			
Grasping – pinch grip			X			Restricted workspace	X				
Fine manipulation/feeling			X			Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					

Physical Requirements										
0-10 lbs.			X			Driving – vehicle/equipment		X		
11-20 lbs.		X				Operate foot controls				
21-50 lbs.	X					Seeing				X
51-75 lbs.	X					Talking		X		
76-100 lbs.	X					Hearing		X		
						Extended work hours		X		

Classification History

11.2022 – Created and adopted by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____